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Approved For Release 2000/08/15 : CIA-RDP80-00832A000200080041-2

SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

19 February 1958

25X1A

SUGGESTION NO. 3163: dated 29 May 1957

[REDACTED] GS-9, Intelligence Analyst  
RI, FI, DD/P

A. Summary of Suggestion

In RI, each year some 200,000 name checks are indexed, typed on 3 x 5 cards, then microfilmed. Suggester proposes that these be microfilmed at the start and the prints be indexed and used, thus avoiding the manual typing.

B. Summary of Evaluations

On 27 June 1957, Chief, RI stated:

"RI is of the opinion this is an excellent suggestion and is sorry that our experiments to date do not indicate it can be implemented.

"Name checks from domestic agencies usually come to RI as carbon copies, sometimes very blurred. These, when microfilmed, do not reproduce in sharp enough image to make readable reproductions for the Main Index. Experiments along this line were conducted by RI some time ago.

"This suggestion may again raise the value of the Remington-Rand 'DEXIGRAPH' technique that was studied last year by DD/P-MMU and RI."

On 1 October 1957, the DD/P Records Policy Officer stated:

"Suggestion 3163 isolated and described a serious problem of Records Management in such a way as to stimulate attention and a solution. The suggestion was not adopted, but the suggester deserves credit for initiating a chain of events that brought about even more drastic reforms than he proposed. It has now been decided to do away with the filing of NPPII name trace requests from other agencies altogether, with the following savings:

- a. Destruction of materials occupying 186 linear feet of file space, plus large quantities of microfilm now judged to be useless.
- b. Future shelf-space at the rate of 200,000 documents a year.

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Sugg. No. 3163 Contd.

- c. Typing of 200,000 cards from the backlog of this material - something like  $3\frac{1}{2}$  man-years of typing.
- d. Future typing of cards at the rate of 200,000 a year.
- e. A workload in RI equivalent to sixteen full-time slots. (A reduction not in current personnel requirements but in decrease in backlog and prevention of its recurrence.)
- f. Incalculable savings in workload to DD/P generally by elimination of marginal material which otherwise would have had to be retrieved and studied in the preparation of future name traces.

"I therefore recommend that the suggester be awarded a sum of money for stimulating a most useful action."

On 3 February 1958, the DD/P Records Policy Officer clarified his recommendation with the following statement:


"This suggestion, similar to others received from interested and conscientious employees, isolated a specific problem in such a way that his presentation stimulated a careful analysis of the problem and a final solution. It should be pointed out, however, that this suggestion was not adopted, nor did it specifically contribute to the final solution (which was much more drastic) of a pressing problem. I suggest that a ten or fifteen dollar award be given to the author in recognition of his efforts in isolating the problem and triggering its final solution."

C. Executive Secretary's Recommendation

- 1. Not in line-of-duty. (Intelligence Analyst)
- 2. \$15.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

☒ Adopted      \_\_\_\_\_ Award      \_\_\_\_\_ Letter of Appreciation  
\_\_\_\_\_ Not Adopted

*as recommended in C.*  
 *Feb '58*

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SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

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SUGGESTION NO. 3195: dated 18 June 1957  
[REDACTED], GS-11, Desk Officer  
EE, DD/P

A. Summary of Suggestion

The suggester proposed a modification of the Records Integration Division's indexing procedures. He proposed that the analyst preparing a new index card include a small symbol indicating that the material has no new or significant data on the subject - thereby eliminating the necessity for searchers to request and reread a nonproductive item.

B. Summary of Evaluations

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On 30 July 1957, [REDACTED] stated for DD/P Area:

"We have special symbols on the Flexos for just such purposes; and would like to see us adopt this one."

On 16 December 1957, the Chief, RI maintained the suggestion should not be adopted because the substance of the suggestion is in a new procedure for index cards published 3 December 1957.

On 14 January 1958, the DD/P Records Policy Officer explained that the new procedure was a modification of Suggestion 3195, concluding:

"This suggestion contributed to the solution of a vexing problem and deserves recognition by means of an award."

C. Executive Secretary's Recommendation

1. Not in line-of-duty. (Area Desk Officer)
2. \$10.00 award based on Intangible Benefits (slight-limited)

D. Decision of Chairman

☒ Adopted      ☐ Award      ☐ Letter of Appreciation  
☐ Not Adopted

*as recommended in C.*

*Fet*

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SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

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SUGGESTION NO. 3204: dated 15 June 1957  
[REDACTED], GS-11, Intelligence Officer  
SE, DD/P

A. Summary of Suggestion

The suggester made two proposals:

- 1) Require originators to number cables and note whether of not indexing is required.
- 2) Change the RI form to include a square for the file numbers and index instructions.

B. Summary of Evaluations

25X1A

On 30 July 1957, [REDACTED] said for the DD/P Area:

"Would like to see us adopt this suggestion if a practical method can be found to avoid lengthening cable transmissions."

On 16 December 1957, the Chief, RI stated the suggestion should not be adopted because of the new procedure on cables in [REDACTED]

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However, on 14 January 1958, the DD/P Records Policy Officer stated:

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[REDACTED] the main author of the Cable Indexing Procedure published as [REDACTED] on 26 November 1957, was aware of this suggestion before he drafted his procedure. ...I recommend that a minimum award be given the originator of suggestion 3204 for his part in triggering the final solution."

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C. Recommendations of Executive Secretary

1. Not in line-of-duty. (Intelligence Officer)
2. \$10.00 based on Intangible Benefits (slight-limited)

D. Decision of Chairman

☒ Adopted      \_\_\_\_\_ Award      \_\_\_\_\_ Letter of Appreciation  
\_\_\_\_\_ Not Adopted

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*as recommended in C.*  
[REDACTED] Feb

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SUMMARY AND RECOMMENDATIONS TO THE CHAIRMAN

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SUGGESTION NO. 58-52: dated 5 August 1957

STATINTL

[REDACTED] -11, Graphic Illustrator  
[REDACTED] GS-9, Graphic Illustrator  
OCI, DD/I

A. Summary of Suggestion

The suggester proposed printing a 500-600 word list of most commonly used words in order to expedite the handling of rush orders for graphic art work.

B. Summary of Evaluation

On 9 December 1957, Chief, Graphics Branch reported the idea was adopted and stated:

"The collection of 500 to 600 words, most commonly used in our printed charts and graphs, being made readily available is the valuable part of the suggestion.

"Savings in time and money is brought about by reducing the requirement for type setting and printing. This savings is considerable."

STATINTL

On 28 January 1958, [REDACTED] in O/DD/I stated:

"It is our belief that this suggestion is in line of duty and that no monetary award should be made and that a letter of appreciation would be satisfactory."

C. Executive Secretary's Recommendations

1. Line-of-duty. (Graphic Illustrators)
2. Letter of Appreciation to each suggester.

D. Decision of Chairman

☒ Adopted      ☐ Award      ☐ Letter of Appreciation  
☐ Not Adopted

*as recommended in C.*

STATINTL